

School:		Loc Code:	
Address:		Phone:	
Principal		Fire / Medical	<b>911</b>
Assistant Principal		AQMD	(909) 396-2000
Loc Dist Facilities Director		California Highway Patrol	(323) 906-2424
Loc Dist Superintendent		County Health Services	(213) 974-1234
Office of School Operations		Gas Company	
Public Information Officer		Electric Company	
School Nurse		Local Fire Station	
Bus Dispatch		Local Hospital	
Office of Communications	(213) 241-6766	Local Police/Sheriff	
Office of Emergency Services	(818) 704-7298	Medical Clinic (Nearest)	
OEHS	(213) 241-3199	Sewer Authority	
School Mental Health	(818) 997-2640	Water Company	
School Police	(213) 625-6631		
Student Medical Services	(213) 763-8342		

EMERGENCY TEAMS

Incident Command		Operations	
Incident Commander		First Aid/Medical	
Public Information Officer		Search and Rescue 1	
Safety Coordinator		Search and Rescue 2	
Agency Liaison		Search and Rescue 3	
		Search and Rescue 4	
Logistics			
Supply/Equipment		Assembly Area Team	
		Fire Suppression/HazMat	
Plan/Intelligence			
Communication		Psychological First Aid	
		Request Gate	
		Reunion Gate	
Finance/Admin			
Documentation			

IMMEDIATE RESPONSE ACTIONS

DUCK AND COVER – To protect students and staff from flying or falling debris.

1-Principal will announce via PA system or by messenger “YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS.

2-If inside, teachers will instruct students to duck under desks and cover heads with arms and hands.

3-If outside, teachers will instruct students to drop to ground, place heads between their knees, and cover heads with arms and hands.

4-Teachers and students should move away from windows.

SHELTER IN PLACE– To place and/or keep students indoors for a greater level of protection.

1-Principal will announce via PA system or by messenger “YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

2-If inside, teachers will keep students in the classroom until further instructions.

3-If outside, students will proceed to their classrooms if safe to do so. If not, teachers will direct students into nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium).

4-Teachers, with the assistance of the Security/Utilities Team, will shut down building(s) HVAC; turn off local fans in area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

LOCK DOWN – When threat of violence or gunfire is identified and to prevent perpetrator(s) to enter area.

1-Principal will announce via PA system or by messenger. “YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.

2-If inside, teachers will direct students to lie on floor, lock doors, & close window blinds if safe to do so.

3-If outside, students will proceed to their classrooms if safe to do so. If not, teachers will direct students into nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium).

4-Teachers & students to remain in secured area until further instructions by Principal or law enforcement

5-Front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

EVACUATE BUILDING – When determination made that it is unsafe to remain in building.

1-Principal will announce via PA system or by messenger “YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.

2-Principal will initiate fire alarm.

3-Teachers will direct evacuation of building via designated routes & assemble in *Assembly Area*.

4-Teachers will take student roster and take attendance when class is in safe location.

5-Teachers and students will await further instructions.

OFF-SITE EVACUATION – When remaining on campus is determined to be unsafe, and off-site evacuation is necessary.

1-Principal will announce via PA system or by messenger YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.

2-Principal will determine safest method of evacuating the campus, i.e., use of school buses or walking to designated off-site assembly area.

3-Teachers will take student roster and take attendance when class is at assembly area.

4-Once off-site, teachers and students will await further instructions.

5-If clearance is received from appropriate agencies, Principal may authorize students and staff to return to classrooms.

ALL CLEAR – To notify teachers that normal school operations can resume.

1-Principal will announce via PA system or by messenger “YOUR ATTENTION PLEASE. IT IS NOW OK TOO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION.”

2-This action signifies emergency is over.

3-If appropriate, teachers should begin discussions to address students’ fears and anxieties.

EMERGENCY PROCEDURES

AIRCRAFT CRASH

1. School Administrator (SA) will initiate appropriate action which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.

2. If SA orders evacuation of building(s) or off-site evacuation, staff and students will evacuate using prescribed routes or other safe routes to Assembly Area.

3. Teachers will bring student roster, take attendance at Assembly Area, and notify Assembly Area Team of missing students.

4. SA will call “911”, School Police and provide location of incident.

5. Security/Utilities Team should secure crash area to prevent unauthorized access. If crash results in a fuel or chemical spill, refer to Biological or Chemical Release. If crash results in a utility interruption, refer to Loss or Failure of Utilities.

6. Fire Suppression/HazMat should suppress fire until Fire Department arrives.

7. First Aid/Medical Team should check for injuries and provide appropriate first aid.

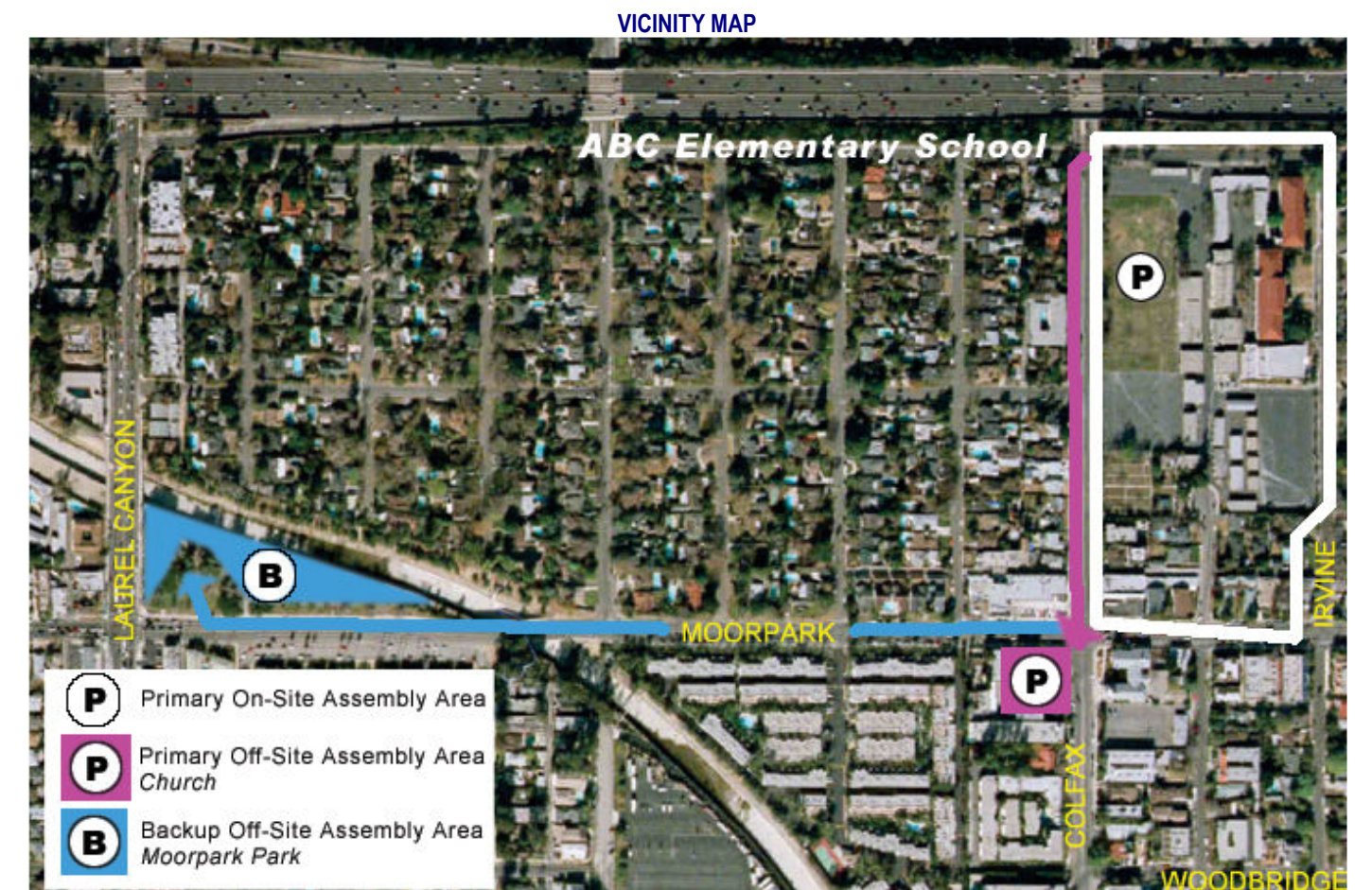
8. SA will notify the office of the Local District Superintendent of situation.

9. Affected areas will not be reopened until cleared by Los Angeles County HazMat.

10. Psychological First Aid Team will convene and begin process of counseling and recovery.

11. If warranted by changed conditions, SA will initiate OFF-SITE EVACUATION.

(OVER)





## ANIMAL DISTURBANCE

- SA will initiate appropriate action, which may include LOCK DOWN or EVACUATE BLDG.
- Upon discovery of animal, staff members will attempt to isolate animal from students, if it is safe to do so. If animal is outside, students will be kept inside. If animal is inside, students will remain outside in an area away from animal.
- If additional assistance is needed, SA will call “911”, School Police, Animal Control and/or the Dept of Fish and Game (562) 590-5132, and provide exact location of animal.
- If staff or student is injured, notify School Nurse, parent and Student Medical Services
- If warranted by changed conditions, SA will initiate OFF-SITE EVACUATION.

## ARMED ASSAULT ON CAMPUS

- Upon first indication of an armed assault, School Administrator (SA) should be notified.
- SA will initiate appropriate action, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
- SA will call “911” and School Police (213) 625-6631, and provide exact location and nature of incident, and designate a person to remain online with Police.
- Staff should take steps to calm and control students, and attempt to maintain separation between students and the perpetrator.
- Staff should maintain order in assembly areas and await law enforcement arrival.
- After perpetrator(s) has been neutralized, SA will conduct student headcount, and notify law enforcement of missing persons.
- First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.
- Security/Utilities Team will control all points of entry to the school.
- SA should prepare a list of casualties and locations where transported. SA will confer with Psychological First Aid Team to ensure parent and family notification.
- Refer media inquiries to school PIO.
- SA will debrief staff and school police officers.

## BIOLOGICAL OR CHEMICAL RELEASE

### SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

- SA will order evacuation of building and staff will use designated routes to assigned Assembly Area. Ensure area is upwind of affected room or building.
- SA will call “911”, School Police, LDS and OEHS and provide location of incident.
- Security/Utilities Team should restrict access to potentially contaminated areas.
- Security/Utilities Team should turn off local fans in affected area, close windows and doors, and shut down HVAC.
- Remove clothing of contaminated persons and wash down with soap and water. Isolate contaminated individuals from unaffected ones.
- Assembly Area Team should prepare list of all people in contaminated area, specifying those who may have had actual contact with substance and provide list to SA and emergency response personnel.
- SA will complete Biological and Chemical Threat Response Checklist
- Psychological First Aid Team will convene and begin process of counseling and recovery.
- Affected areas will not be reopened until cleared by Los Angeles County HazMat.

### SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

- SA will direct staff to remove students from affected areas to an area upwind from release.
- Security/Utilities Team should establish safe perimeter around affected area to restrict access.
- SA will call “911” School Police, LDS and OEHS and provide location of incident.
- Security/Utilities Team should turn off local fans in affected areas, close windows and doors, and shut down HVAC.
- Remove clothing of contaminated persons and wash down with soap and water. Isolate contaminated individuals from unaffected ones.
- Assembly Area Team should prepare list of all people in contaminated area, specifying those who may have had actual contact with substance and provide list to SA and emergency response personnel.
- Psychological First Aid Team will convene and begin process of counseling and recovery.
- Affected areas will not be reopened until cleared by Los Angeles County HazMat.

### SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

- If SA or local authorities determine a potentially toxic substance has been released to atmosphere, SA will initiate SHELTER IN PLACE.
- Security/Utilities Team should turn off local fans in affected areas, close and lock doors and windows; shut down all buildings’ HVAC; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
- Staff and students located outdoors should proceed to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium) and inform SA of their location.
- SA will call “911”, School Police, LDS and OEHS and provide location of incident.
- SA will turn on radio or TV to monitor incident.
- Psychological First Aid Team will convene and begin process of counseling and recovery.
- Continue SHELTER IN PLACE until notified by Los Angeles County HazMat.

## BOMB THREAT

- If threat received by phone, keep caller on phone as long as possible and alert someone else to call “911”. Tell 911 operator, “**This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number].**”
- Person answering threat call should ask following questions, record answers and notify SA: When is the bomb going to explode? Where is it? What will cause it to explode? What kind of bomb is it? Who are you? Why are you doing this? What can we do for you to avoid the bomb from exploding? How can you be contacted?
- SA will direct Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. During search, all cell phones, beepers and hand-held radios should be turned off
- If suspicious object is identified, one member of SAR will report discovery to SA while remaining team members attempt to secure immediate area.
- No attempt should be made to investigate or examine object.
- After search, SA will determine appropriate action, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
- When suspicious object or bomb is found, SA shall issue the EVACUATE BUILDING action. Staff and students will evacuate using prescribed routes or other safe routes to Assembly Area.

- When evacuating, Teachers will bring student roster and take attendance at Assembly Area. Teachers will notify Assembly Area Team of missing students.
- SA will notify “911”, if not previously notified, School Police and LDS, and provide exact location of potential bomb, if known.
- Psychological First Aid Team will convene and begin process of counseling and recovery.
- Do not resume school activities until local authorities clear affected buildings.
- SA will submit Bomb Threat Report to School Police.

## BUS DISASTER

### SCENARIO 1: EARTHQUAKE

- Driver should issue DUCK AND COVER action.
- Stop bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
- Set brake, turn off ignition, and wait for shaking to stop.
- Check for injuries and provide first aid as appropriate.
- If bus is disabled, stay in place until help arrives.
- Contact SA to report location and condition of students and bus.
- SA will determine what additional notification(s) should be made and brief LDS.
- If instructed to continue route, Driver should:
- If impossible to return to school, proceed to nearest shelter indicated on bus route map. Upon at shelter, notify SA. Remain with children until further instructions from SA.
- In all instances, do not attempt to cross damaged bridges, overpasses or tunnels.
- Driver will account for all students and staff throughout emergency.
  - If en route to school, continue to pick up students.
  - If dropping students off, continue to do so provided there is a responsible adult at bus stop. If there is no responsible adult at the bus stop, refer to Number 9 below.

### SCENARIO 2: FLOOD

- DO NOT drive through flooded streets and/or roads.
- Take alternate route or wait for public safety personnel to determine safety.
- If bus is disabled, stay in place until help arrives.
- Contact SA and Bus Dispatch at 1-800-LABUSES to report location and condition of students.
- SA will determine what additional notification(s) should be made and brief LDS.
- In all instances, do not attempt to cross damaged bridges, overpasses or tunnels.
- Driver will account for all students and staff throughout emergency.

### SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE

- Park bus in a safe location.
- Set emergency brake and turn off ignition.
- Evacuate bus in the event of fire.
- Check for injuries and provide appropriate first aid.
- Call “911” and School Police, provide location of bus & wait for arrival of emergency responders.
- Contact SA and Bus Dispatch to report location and condition of students.
- SA will determine what additional notification(s) should be made and brief LDS.
- Stay with disabled bus until help arrives.
- Driver will account for all students and staff throughout emergency.

## DISORDERLY CONDUCT

- Staff should take steps to calm and control situation and isolate perpetrator from students if safe.
- Immediately notify SA.
- SA will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
- SA will call “911”, School Police and LDS and provide exact location of incident.
- If immediate threat is not evident, staff may attempt to diffuse situation. Approach perpetrator in calm manner and request he/she leave the campus. Avoid any hostile situations.
- If perpetrator is a student, notify family.

## EARTHQUAKE

- Upon first indication of earthquake, teachers should direct students to DUCK AND COVER.
- Move away from windows and overhead hazards to avoid glass and falling objects.
- When shaking stops, SA will order EVACUATE BUILDING. Staff and students will evacuate buildings using prescribed routes or other safe routes to Assembly Area.
- Teachers will bring student roster, take attendance at Assembly Area, and notify Assembly Area Team of missing students.
- Security/Utilities Team will post guards at safe distance from bldg entrances to prevent access.
- Security/Utilities Team will notify school personnel of fallen electrical wires, establish barriers, and advise staff to avoid contact with fallen wires.
- First Aid/Medical Team will check for injuries and provide appropriate first aid.
- SA will direct Security/Utilities Team to notify utility company(s) of damages.
- If safe, SAR Team will inspect buildings to identify injured or trapped students or staff.
- SA will contact LDS to determine additional actions that may be necessary.
- SA will contact LDFD to ensure buildings are safe for reoccupancy. When safe to do so, Fire Suppression/HazMat Team will conduct damage assessment, and maintain log of findings.
- Affected areas should remain closed until LDFD provides clearance.
- If warranted by changed conditions, SA will initiate OFF-SITE EVACUATION.

### In the event an earthquake occurs during non- school hours

- SA and Plant Manager will assess damages to determine any necessary corrective actions in consultation with Fire Suppression/HazMat Team.
- SA should confer with LDS on need for school closure.
- If school closure is required, SA will activate Parent Alert and School Personnel Alert systems.

## EXPLOSION/RISK OF EXPLOSION

### SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

- In the event of explosion, staff should initiate DUCK AND COVER.
- SA will consider possibility of another imminent explosion and take action.
- After explosion, SA will initiate appropriate action which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
- If evacuating, staff and students will use prescribed or other safe routes to Assembly Area.
- Teachers will bring student roster, take attendance at Assembly Area, and notify Assembly Area Team of missing students.
- SA will call “911” and School Police and provide location of incident.

- First Aid/Medical Team will check for injuries and provide appropriate first aid.
- Staff should attempt to suppress fires with extinguishers.
- Security/Utilities Team Leader will notify utility company(s) of any damages.
- SA will notify LDS of situation.
- Security/Utilities Team will post guards at safe distance from bldg entrances to prevent access.
- If safe to enter affected areas, SA will advise SAR Team to initiate search and rescue activities.
- SA will contact LDFD to ensure buildings are safe for reoccupancy. When safe, Fire Suppression/HazMat Team will conduct damage assessment, and maintain log of findings.
- Affected areas will not be reopened until cleared by Los Angeles County HazMat.
- If warranted by changed conditions, SA will initiate OFF-SITE EVACUATION.

### SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

- SA will initiate appropriate action, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
- If evacuating, staff and students will use prescribed or other safe routes to Assembly Area.
- Teachers will bring student roster, take attendance at Assembly Area, and notify Assembly Area Team of missing students.
- SA will call “911” and School Police and provide location of incident.
- Staff should attempt to suppress fires with extinguishers.
- SA will advise Search and Rescue Team to initiate rescue operations.
- Security/Utilities Team Leader will notify utility company(s) of any damages.
- SA will notify LDS of situation.
- Affected areas will not be reopened until cleared by Los Angeles County HazMat.
- In event of explosion, refer to procedures under Scenario 1 above.
- If warranted by changed conditions, SA will initiate OFF-SITE EVACUATION.

### SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

- SA will initiate SHELTER IN PLACE.
- SA will call “911” and School Police and provide location of incident.
- SA will take further actions as needed.
- Continue SHELTER IN PLACE until Los Angeles County HazMat provides clearance.

### SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

- SA will initiate SHELTER IN PLACE.
- When sheltering, establish adequate barriers or shielding (e.g. concrete walls, metal doors) between personnel and source of blast or explosion, and move away from exterior windows.
- SA will call “911” and School Police and provide location of incident.
- After initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
- Security/Utilities Team will turn off main gas supply (see Site Plot Plan), local fans in the area; close and lock doors and windows; shut down HVAC; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
- SA will monitor radio or TV and initiate further actions as appropriate.
- At SA's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
- Continue SHELTER IN PLACE until Los Angeles County HazMat provides clearance.

## FIRE IN SURROUNDING AREA

- SA will initiate appropriate action, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
- SA will call “911” and School Police, and provide exact location of fire.
- Security/Utilities Team should prevent students from approaching fire and keep access routes open for emergency vehicles.
- Agency Liaison will contact local fire department and will determine together if school grounds are threatened by fire, smoke, or other hazardous conditions.
- If SA orders evacuation of building(s), staff and students will evacuate using prescribed routes or other safe routes to Assembly Area.
- Teachers will bring student roster, take attendance at Assembly Area, and notify Assembly Area Team of missing students.
- SA should keep battery-powered radio tuned to local radio for information.
- SA will activate Parent Alert System, as appropriate.
- SA will notify LDS of situation.
- If needed, SA will notify Bus Dispatch to request busses for evacuation.
- If warranted by changed conditions, SA will initiate OFF-SITE EVACUATION.

## FIRE ON SCHOOL GROUNDS

- Upon discovery of a fire, Teachers or staff will direct all occupants out of building, signal fire alarm, and report fire to SA.
- SA will immediately initiate EVACUATE BUILDING. Staff and students will evacuate buildings using prescribed routes or other safe routes to Assembly Area.
- Teachers will bring student roster, take attendance at Assembly Area, and notify Assembly Area Team of missing students.
- SA will call “911” and School Police, and provide exact location of fire.
- Fire Suppression/HazMat Team should suppress fires and initiate rescue procedures until the local fire department arrives.
- Security/Utilities Team will secure area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
- Agency Liaison will direct fire department to fire and brief fire official on situation.
- Security/Utilities Team will notify the appropriate utility company of damages.
- SA will notify LDS of fire.
- If needed, SA will notify Bus Dispatch to request busses for evacuation.
- Areas affected by fire will not be reopened until cleared by LA County FD or SA.
- For fires during non-school hours, SA should confer with LDS on need for school closure.
- All fires, regardless of their size, which are extinguished by school personnel require a call to Fire Department to indicate “fire is out.”

## FLOODING

- SA will initiate appropriate action which may include SHELTER IN PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
- SA will notify “911” and School Police and LDS and provide location & extent of flooding.
- SA will keep battery-powered radio tuned to local radio station for information

- If SA orders evacuation of building(s) or off-site evacuation, staff and students will evacuate using prescribed routes or other safe routes to Assembly Area.
- Teachers will bring student roster, take attendance at Assembly Area, and notify Assembly Area Team of missing students.
- SA will activate Parent Alert System, as appropriate.
- If warranted by changed conditions, SA will initiate OFF-SITE EVACUATION.

## LOSS OR FAILURE OF UTILITIES

- If water or electrical line is broken, turn off water or power to affected area. Notify SA.
- Upon notice of loss of utilities, SA will initiate appropriate action which may include SHELTER IN PLACE, or EVACUATE BUILDING.
- SA will notify Local Maintenance Area (M–F between 7:00 am to 4:30 pm) or School Police (at all other days/hours) and will provide location and nature of emergency. Appropriate personnel will also be notified at discretion of SA.
- Local Maintenance Area personnel will contact affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
- SA will notify LDS of loss of utility service.
- As needed, school emergency supplies will be utilized to compensate for loss of a utility.
- If loss of utilities may generate risk of explosion, refer to Explosion/Risk of Explosion.

## MOTOR VEHICLE CRASH

- SA will initiate appropriate action which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE.
- If SA orders evacuation of building(s) or off-site evacuation, staff and students will evacuate using prescribed routes or other safe routes to Assembly Area.
- Teachers will bring student roster, take attendance at Assembly Area, and notify Assembly Area Team of missing students.
- SA will call “911”, School Police and LDS and provide location of incident.
- Security/Utilities Team should secure crash area to prevent unauthorized access. If crash results in a fuel or chemical spill, refer to Biological or Chemical Release. If crash results in a utility interruption, refer to Loss or Failure of Utilities.
- Fire Suppression/HazMat should suppress fire until Fire Department arrives.
- First Aid/Medical Team should check for injuries and provide appropriate first aid.
- Affected areas will not be reopened until cleared by Los Angeles County HazMat.
- If warranted by changed conditions, SA will initiate OFF-SITE EVACUATION.

## PSYCHOLOGICAL TRAUMA

- SA will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
- PFA Team will assess range of crisis intervention services during and following an emergency.
- Psychological First Aid Team will provide direct intervention services.
- If there is a need for additional assistance, SA will notify LDS.
- PFA Team will advise and assist SA to restore regular school functions as quickly as possible.
- PFA Team members will limit exposure to scenes of trauma, injury and death.
- PFA Team will provide ongoing assessment of needs and follow-ups services as required.

## SUSPECTED CONTAMINATION OF FOOD OR WATER

- SA will isolate suspected contaminated food/water to prevent consumption, and restrict access.
- SA will notify “911”, School Police, County Department of Health Services (213) 974-1234, Local District Office and OEHS (213) 743-5086.
- SA will make list of potentially affected students and staff and provide to responding authorities.
- First Aid/Medical Team will assess need for medical attention and provide first aid.
- SA will maintain log of affected students and staff and their symptoms, suspected food/water, quantity and character of products consumed, and other information.
- School Police will notify Serious Incident Response Team (SIRT), which will conduct onsite review to determine follow-up actions.
- SA and SIRT will confer with County Dept of Health Services before resumption of operations.
- SA will notify parents as appropriate.

## THREAT OF VIOLENCE

- SA will identify type of threat & attempt to determine individuals making threat.
- School Threat Assessment Team will conduct threat assessment in accordance w/ Bulletin N-18.
- Consistent with Bulletin N-18, School Threat Assessment Team will assess warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of risk for a particular point in time. There are five categories of risk as described by the LAPD.
- In categorizing risk, School Threat Assessment Team will attempt to answer two questions: (1) Is individual moving on path towards violent action? (2) Is there evidence to suggest movement from thought to action?
- School Threat Assessment Team will assess warning signs by evaluating associated oral, written or electronic threatening communications.
- School Threat Assessment Team will recommend appropriate action to SA.
- As soon as physical safety of those involved has been insured, attention will turn to meeting emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

## UNLAWFUL DEMONSTRATION/WALKOUT

- Upon indication of unlawful demonstration or walkout, SA should be notified.
- SA will initiate appropriate action, which may include SHELTER-IN-PLACE
- SA will call “911”, School Police, LDS and Office of School Operations to request assistance and will provide the exact location and nature of emergency.
- Request Gate Team will immediately proceed to Main Gate to control student ingress and egress and record name, address telephone number and time entered or departed.
- If students leave campus, Request Gate Team, in consultation with SA, will designate appropriate staff members to accompany them.
- Students not participating in demonstration or walkout should be kept within their classrooms until further notice by the SA. Teachers will close and lock classroom doors.
- Documentation staff member should keep accurate record of events, conversations and actions.
- All media inquiries will be referred to designated school's Public Information Officer.
- SA should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
- SA will notify parents of the incident, as appropriate.